

MEMORANDUM FOR (Name)
Program Director, XXX Residency/Fellowship

FROM: SAUSHEC Program Manager

SUBJECT: Instructions for Program Internal Review

1. ACGME requires a program internal review be conducted approximately halfway between the date of the program's last RRC accreditation visit and the anticipated date of the next RRC visit. An internal review of your program will be conducted and its results reported at the mmm meeting of the SAUSHEC GMEC.

a. XXX (Program) will serve as the chair of the internal review committee and may be reached via email at x.x@a.a.mil.

b. Coordinate with the internal review committee chair to select a day for the interviews and to complete the review. The review process will not require your full-time attendance during this period.

2. The program director's Internal Review Worksheet can be found on the SAUSHEC web site. This should be completed and forwarded to the committee chair along with requested documentation and additional information pertinent to the review no later than one week before the interviews.

3. The review committee will:

a. Review the Worksheet and related documents.

b. Interview the program director and the department chief.

c. Interview a panel of faculty members selected by the program director (2 if there are 15 or fewer trainees; 4 if there are more than 15).

d. Interview 15-20 percent of peer-selected residents/fellows from each training year in the program (minimum of 1).

d. Select and review one resident/fellow training folder from each year of training.

4. Please contact me if you have any questions regarding this review. I can be reached via phone at WHMC 292-2507 or BAMC 916-9287, or via Outlook at richard.boggs@amedd.army.mil.